

Charter Transition Team

March 6, 2007

Attendance:

Committee members: Gary Bischoff; Chair, Lou Klein, Wayne Harris, Phil Terpening, Marianne Collins, Jerry Benjamin, Rob Parete.

Others Attending: Art Smith, Tom Kadgen; LWV, James Ruger, Alan Wikman

Gary Bischoff called the meeting to order at 4:35

Time of meetings

There was discussion of best time to meet. The consensus of the group was to keep the, Tuesday 4:30 to 6:00 time slot in place for the time being.

Mission of this team:

There was great discussion as to the mission of this group.

Gary Bischoff would like a plan in place when the new person is elected County Executive.

Gerry Benjamin suggested that a backward plan would be an important tool. The following items were agreed to make up a skeleton to form the transition process.

There is a need to direct someone to set up an administrative code. This code would set forth the appointing authority of each department head as well a mirard of other issues.

Need to address staffing issues need to keep the Government Functioning while the transition is going on?

Contact other Counties that have gone to a charter form of Government. It was decided to contact Mark Thomas from Chautauqua County and Robert Bondi from Putnam to obtain information on there transition process. Jerry said he would reach out to them.

Inquire with NYSAC and NACCO as to the availability of materials regarding Charter Transition. Gary said he would take care of that.

Further discussion took place as to the current Standard Operation Procedure, taking into consideration the upcoming Charter Transition. Art Smith said he is currently working on it.

Additional tasks that were stated were:

- Need to set up a budget with regard to the transition team.
- Need of legal counsel try to do in-house but may need to have addition counsel.
- Cost, both transition process and cost of government
- Reach out to fiscal offices of the County to determine what is going on now and what will be needed for the future.
- Need to assure people that there will be a smooth transition with everyone's help and that people should not feel threatened.
- See if expense of charter process can be charged back to the state. Art Smith will follow up with state legislators.
- County Attorney will be invited to next meeting to discuss scope of work required for administrative code. We will determine if County Attorneys can do the work or if outside council is required.
- Generate an organization chart for existing and proposed organization. Compare charts to show where similar and where not.
- Ask every department head to look at the charter to ascertain what impact this implementation will have on their department, and any concerns they may have. This will be a broad query including fiscal changes, general concerns

they might have, and to solicit help from them and alleviate concerns they may have. Gary Bischoff to draft letter, to oversight boards, Legislators, Department Heads including elected ones.

Rob Parete asked if committee will be going around the county to meet with the public, discussion followed.

Everyone agree that a clear time line and clear plan were important elements for the transition team to have in place to bring forth to the public.

Rob Parete asked who would ratify this plan. It was stated that the ratify body is the County Legislature.

RECAP

Establish a time line and budget.

Create administrative code.

Invite input from Mark Thomas and Robert J. Bondi.

Also Sullivan County

Check with State Legislators as to availability of resources for transition

Standard Operating Procedure

Flow Chart of Departments

Reach out to dept heads oversight boards etc.

Contact NYSAC and NACCO

Need to address space issues, i.e. Who will be sitting where?

Ask county attorney to attend next meeting to discuss administrative code.

Next meeting is scheduled for March 27th @ 4:30 p.m.

Meeting adjourned at 5:35

Respectfully submitted:

Kathleen C. Mihm

Clerk of the County Legislature